

SECRET

SECURITY OFFICE

I. MISSION

The Security Officer is charged with the preparation and execution of the Agency's security program, and with the performance of certain special security, audit and inspection functions.

II. FUNCTIONS

The Security Officer shall:

- A. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- B. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counter-intelligence programs for the Agency.
- C. Obtain and evaluate through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- D. Determine the effectiveness with which security programs and policies are being accomplished.
- E. Coordinate and engage in policy and program planning of emergency measures.
- F. Prescribe security policies relating to the liaison and

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- contact relations of Agency officials with others;
establish and maintain necessary liaison with officials of other government agencies on security matters.
- G. Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.
 - H. Perform audits of unvouchered funds and all property.
 - I. Make inspections, investigations and reports as directed.
 - J. Conduct certain activities pertaining to the over-all alien program.
 - K. Conduct research in security fields.

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